

FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees Regular Meeting
Minutes of May 22, 2025
(Rescheduled from original meeting date of 5/15/2025.)

I. OPENING OF MEETING

Meeting called to order @ 7:03p.m by Deborah Smith, President.

Present: Carolyn Clark, Laurinda Hardy, Rochelle Hobson, Bill Poletti, Karie Sheils, Deborah Smith, Linda Spencer

Absent: Donna Bullock

Additions to Agenda:

- Swearing in of new trustee: Laurinda Hardy
- Story shared of middle school Graduation Photo featuring our SRC themed decor

II. CONSENT AGENDA

A. Approval of March 20, 2025 Library Board Meeting Minutes

Motion #1 (KarieSheils/Bill Poletti) Minutes of the March 20, 2025 Library Board Meeting Minutes approved by consensus.

B. Library Directors Report (Highlights)

- April Activities: DMV Event, Shred Day, Passport Fair
- Local meeting with legislators to address IMLS funding

III. APPROVAL OF ALL FINANCIAL STATEMENTS, REPORTS AND BILL LIST

Motion #2 (Carolyn Clark/Bill Poletti) Approve financial statement, reports and bill list for March and April 2025.

Roll Call Vote: Carolyn Clark yes; Laurinda Hardy yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **Motion Passed: 7 Yes 0 No**

IV. COMMUNICATION AND CORRESPONDENCE

Bud's Note – Appreciation and Donation

V. CITIZENS COMMENTS None

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (None)

VII. STANDING COMMITTEES

A. Finance – Committee approved minutes of May 9, 2025 committee meeting.

B. Personnel (NONE)

C. Policy (NONE)

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

A. Update on library projects: flooring replacement, library closing communication and staff activities.

The flooring project finished on Friday, May 16, 2025. Compliments received from patrons.

Staff Activities during library closing training mental health, 1ST amendment audit training, round table, barcoding, unpacking materials, back flow of shelving, etc.

Compliments were extended from the library board to Jill in all efforts toward completion of library projects.

B. FY 24/25 State of Illinois (Written Report)

Exhibit C – Statement of Any Extensions of Library Services

Exhibit D – Provisional Budget Categories.

Exhibit E – In-kind estimates provided by the city.

Exhibit F – Statement of Amount of Accumulations

IPLAR will be added and submitted to the mayor's office

Motion #3 (Karie Sheils/Bill Poletti) Approve FY 24/25 State of Illinois 75 ILCS 5/4-10 Report.

Roll Call Vote: Carolyn Clark yes; Laurinda Hardy yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes.

Motion Passed: 7 Yes 0 No

C. Non resident fee (Written Report)

Motion #4 Approve the non-resident fee of \$ 117.00 beginning September 1, 2025 and ending August 30, 2026.

Roll Call Vote: Carolyn Clark yes; Laurinda Hardy yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes.

Motion Passed: 7 Yes 0 No

D. Information Security Policy for PCI compliance (Written Report)

Discussion on how credit cards are handled with concern on credit card fraud.

Lazerware consulted on the safe use of credit card information.

Bill Poletti provided information based on his prior knowledge that the issue deals with the volume of card swipes. He further suggested to table for professional advice.

Rochelle Hobson suggested deferring the matter to the policy committee.

Professional Resources for consideration: 1) Chris Elliot head of IT for the city
2) Lazerware 3) Ralph Spencer Poore - a retired cryptologist analyst and former member of the PCI Council.

Motion #5 (Bill Poletti/Rochelle Hobson) Confer with an external source for professional advice i. e. Ralph Spencer Poore to ultimately have a review with the Library Board Policy Committee. **Motion Passed by Consensus**

E. Discussion on the Kevin Trobaugh sculpture in back of library (Written Report)

Members of the board assembled to view the sculpture. There were mixed views on relocating or letting the sculpture remain. No action was taken.

Announcements:

Juneteenth (June 19, 2025) conflicts with the June meeting when the library is typically closed. The 2025 library board meeting scheduled was passed by the board taking the Juneteenth date into account. A poll was taken of members' availability to determine having a quorum for the meeting. The next meeting is scheduled for June 18, 2025.

Jill Pifer is scheduled for surgery in the month of July 2025.

7:59p.m. ADJOURNMENT

X. CLOSED SESSION

XI. ADJOURNMENT

Respectfully submitted by,

Linda Spencer, Secretary